



BOOTH UNIVERSITY COLLEGE

External Hospitality Request Form and Agreement

APPLICANT & EVENT INFORMATION

Event/Conference Name:		Date of Event:	
Contact Person:		Email:	
Number of People:	Start Time:	End Time:	
Phone Number:			
Mailing Address:			
Province:	City:	Postal Code:	

MEETING ROOMS CAPACITY IS BASED ON TABLES AND CHAIRS SET UP
SET UP FEE SPECIAL ROOM SET UP & TAKE DOWN FEE \$100
PLEASE DISCUSS POSSIBLE TABLE & SEATING ARRANGEMENTS WITH HOSPITALITY MANAGER

Bistro (80ppl) Half Day (4 hours): \$100 Full Day (8 hours): \$200 <input type="checkbox"/>	Petersen Hall Classroom 1 (290 Vaughn Street) (20ppl) Half Day (4 hours): \$50 Full Day (8 hours): \$100 <input type="checkbox"/>	Classroom A (20ppl) Half Day (4 hours): \$35 Full Day (8 hours): \$70 <input type="checkbox"/>
Boardroom 106 (10ppl) Half Day (4 hours): \$35 Full Day (8 hours): \$70 <input type="checkbox"/>	Petersen Hall Classroom 2 (290 Vaughn Street) (36ppl) Half Day (4 hours): \$50 Full Day (8 hours): \$100 <input type="checkbox"/>	Classroom B (30ppl) Half Day (4 hours): \$45 Full Day (8 hours): \$90 <input type="checkbox"/>
Library Boardroom (12ppl) Half Day (4 hours): \$35 Full Day (8 hours): \$70 <input type="checkbox"/>	Gymnasium (160ppl) Half Day (4 hours): \$100 Full Day (8 hours): \$200 <input type="checkbox"/>	Classroom C (30ppl) Half Day (4 hours): \$45 Full Day (8 hours): \$90 <input type="checkbox"/>
Chapel (128ppl) Half Day (4 hours): \$100 Full Day (8 hours): \$200 *Conditions for rental apply <input type="checkbox"/>		Classroom D (45ppl) Half Day (4 hours): \$50 Full Day (8 hours): \$100 <input type="checkbox"/>

AUDIO & VISUAL & STAFF REQUIREMENTS

LCD Projector (\$25) <input type="checkbox"/>	Additional IT Support \$50/hour Min 1 hour <input type="checkbox"/>
Portable 4 Channel Sound System (\$75) <input type="checkbox"/>	On-Call staff at front door (\$12/hour) <input type="checkbox"/>
Video Conferencing Equipment in PH1 & PH2 (\$175 half day) (\$225 full day) <input type="checkbox"/> *Mandatory Technician Fee Min 1 hour	Classroom D Equipment (\$75) <input type="checkbox"/> *includes projector capabilities, touchscreen boards & lapel microphone
Photo Copies (B/W \$0.10) (Colour \$0.25) <input type="checkbox"/> *During Business Hours Only	Flip Chart (\$15) <input type="checkbox"/>
Other (please indicate) <input type="checkbox"/>	

Notes: It is the responsibility of the renter to ensure that all equipment is returned in the same condition as when it was issued. Renter will be charged for repair or replacement of damaged or lost equipment.
Laser pointers are not available. Please bring your own
½ hour of mandatory training prior to event for A/V equipment is included in room rental



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FOOD REQUIREMENTS

MENU TO BE DISCUSSED WITH HOSPITALITY MANAGER
IF FOOD SERVICES ARE REQUIRED, GROUPS **MUST** USE BOOTH UC CATERING SERVICES

Breakfast	<input type="checkbox"/>	Morning Break	<input type="checkbox"/>	Lunch	<input type="checkbox"/>
Afternoon Break	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Dessert	<input type="checkbox"/>
Beverages	<input type="checkbox"/>	Other (please indicate below)			<input type="checkbox"/>

ACCOMMODATIONS

Dormitory style accommodation featuring private bedroom with single bed, shared washroom facilities, lounge equipped with cable TV, microwave, fridge, iron and kettle.
Double occupancy rooms (two single beds) are also available.

Private apartment style suite featuring a dining room, living room with cable TV, kitchenette, private full washroom, bedroom with queen size bed, with all bed and bath linens provided.

Single Occupancy Room # beds:	Double Occupancy Room # beds:
Apartment # guests:	Gender Floor Preference: # Male guests: # Female guests: # Other guests:

An additional accommodation form is to be completed and returned should accommodations be necessary

ADDITIONAL NOTES



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AGREEMENT

POLICIES & PROCEDURES

1. The policies and procedures of Booth University College shall be adhered to at all times.
2. The following conduct will not be permitted on the premises of Booth University College.
 - a) Possession or use of alcoholic beverages, illegal drugs, or indication of being under the influence of same; smoking (cigarettes and marijuana; vaping; gambling; profanity; occult practices; and pornography.
 - b) Smoking and vaping is not permitted on the grounds of Booth University College, including the front entrance.
3. The applicant agrees to pay all amounts set out in the attached documentation, together with the appropriate GST and PST as required.
4. A 25% deposit is required upon booking
5. The number of rooms and meals must be guaranteed fourteen (14) days prior to the event.
6. Procedures for allowing group access to the building outside of regular business hours will be through a contact person thirty (30) minutes prior to the event and the group will assume responsibility of identifying their members and giving them front door access.

CANCELLATION

1. Sixty (60) days' notice is required for a refund of deposit (less 10% retention for administration fees). If an event is cancelled fourteen (14) days prior or less, the organization will be charged 50% of the estimated invoice.
2. The applicant shall indemnify and hold harmless Booth University College, its officers, agents, employees and Board of Trustees, against any and all liability, claim and expense to which it may be put or which it may incur by reason of the applicant's use of Booth University College property.
3. The applicant may be required to maintain and keep in force during the term of this Agreement, a general liability insurance policy in respect of the facility named in Agreement with minimum limits of \$2,000,000 inclusive, Booth University College added as an additional named insurance and inclusion of a cross liability clause.
4. Booth University College shall have the right at any time to terminate this agreement and to require the premises to be immediately vacated if, in the sole opinion of an authorized representative of Booth University College:
 - a) There is a danger to public safety
 - b) There is a danger to the security of any person(s) or property;
 - c) The conduct of any person(s), whether as part of a staged performance or is actually or potentially either unlawful or otherwise to public morality;
 - d) The applicant or anyone invited onto the premises by the applicant engages in the conduct listed in section two (2) of this policies & procedures.
5. The applicant shall reimburse Booth University College in full for and all damage to property caused either directly or indirectly by the applicant or any person(s) permitted by the applicant onto the property.
6. Booth University College is not responsible for any loss of property or personal injury.
7. Booth University College's Fire Policy and Procedure Manuals are located on the privacy wall as you get off the elevator on all resident floors. Any group using space at Booth University College is responsible for being familiar with and practicing these policies and procedures.
8. Any additional requirements to this agreement may result in additional charges.

PRIVACY

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of preparing for events, preparing meals including dietary restrictions, accommodation arrangements, billing and mailings to the organizations.

If you have any concerns about this, wish to opt out, or for more information on our Privacy Policy, please contact our Privacy Officer at privacy@BoothUC.ca, call 947-6701, or check out our website at www.BoothUC.ca.

AGREEMENT SIGNATURES

I have read, understood and agree with the terms and conditions of this agreement.

Date

Name of Institution / Applicant (Please Print)

Applicant's Signature

Date

Booth University College Signature